

**INSTRUCTIONS FOR COMPLETING THE
ADDITIONAL REQUIRED FORMS**

1. A Pre-Employment Waiver and Liability Release form is attached with this packet. You must read and completely understand this form. Both you and a notary public must then sign the form. The background investigation will not occur if this form is not properly completed and submitted with the Personal History Statement.
2. Two (2) fingerprint cards must be submitted with this packet. You must provide all information requested on the cards and have your fingerprints taken by a Law Enforcement Agency. The completed cards will then be submitted with the Personal History Statement.
3. Ensure that you read the instructions at the top of the Required Document List form. Follow these instructions completely. Some of these documents may require a substantial amount of time to acquire. If you can not submit all the required documents on or before the date that your Personal History Statement is due, you must notify us in writing of the action you have taken to acquire the document(s). If the delay is minimal and the missing documents are few, it is possible that the background investigation can be initiated while waiting for the arrival of the required documents. All applicable required documents must eventually be provided. Failure to do so will result in rejection from consideration for placement.
4. Only submit copies, not the original form, of the required documents. These copies will not be returned to you. If an illegible copy is received, we will request a legible one.
5. Ensure that you read and fully understand the certification clause at the end of the required document list. Print your name then sign and date the form.